

Administration: The Bihar State Archives continued to function under the Administrative control of the Cabinet Secretariat and Co-ordination Department. To man the newly opened regional Archives Centre at Darbhanga the Government sanctioned 1 gazetted and other 21 subordinate posts and out of 21 Subordinate posts, sixteen were filled up by absorbing the erstwhile Raj employees. During 1977 a sum of Rs.55,000 was spent on the Darbhanga Regional Archives and for the current financial year (1978-79) an allocation of Rs.1,00,000/- has been made.

The proposal for creation of four supervisory gazetted posts (viz. Three Assistant Directors and one Reprographist) are under active consideration of the Government, under the Tribal Sub Plan the proposal for setting up of a regional archives in Chotanagpur, with Headquarters at Ranchi is also under active consideration of the Government.

Budget: During 1977-78 a sum of Rs.2,73,400 was spent on the non-plan side out of the budget allocation of Rs.2,94,00. On the plan side a sum of Rs. 1,00,000 was spent out of the budget provision of Rs.1,16,000. For 1978-79 a budget provision of Rs.3,16,300 has been made on the non-plan side and Rs.2,25,000 on the plan side which includes a sum of Rs.25,000 for setting up regional archives centre at Ranchi.

Building: At present the non-current records are housed in the Main Secretariat Building. Recently, whole of fourth floor in the third Secretariat building called the Vikas Bhawan, has been allotted as an additional space to the State Archives. The construction work for a separate building for the Archives office has also been taken up simultaneously.

Record Management: 'O' papers of Political (Special) Department (now known as Home Department) were examined. More than three thousand records of ephemeral nature were weeded out in the Dhanbad Collectorate Record Room, and 3836 records of political (Special) Department and 800 records of Labour Department were appraised during the period under report. About 2400 files of the labour Department and 501 volumes of old Proceedings of Fort William Calcutta were transferred from the Board of Revenue Bihar to the Bihar State Archives for permanent preservation. Approximately 4% to 5% of records were marked for retention. At present the guidelines laid down in Bihar Records Manual are kept in view while appraising records. The adoption of retention schedule on the lines as followed in Government of India is under consideration.

Research and Reference: 65 scholars availed themselves of the research facilities, while 69 queries from private agencies/individuals were attended to 301 records by Government agencies and 1512 records by research scholars were requisitioned.

Reference Media: The preparation of press lists of files of Home Department (previously called Political Special) is in progress.

Publication Programme: The book who's who of the freedom fighter's, Volume I is in the press. A monograph entitled "Care and Preservation of Records in Bihar State Archives" and materials for the study of Modern Indian History were published.

Preservation of Records: During the period under review 1500 records were flattened, 2500 records were repaired with Tissue Paper and 7000 papers were guarded, stitched and pasted.

Photo-Duplication: The department has its own microfilming unit and during the period under report 3367 pages were Xeroxed.

Library: 600 books were acquired during 1977-78. The proposal to appoint a Librarian and a Library Attendant is under consideration.

Other Activities: Director, State Archives participated in the 38th Session of the Indian History Congress at Bhubneshwar.